

**Job Title: School Receptionist/Admin Assistant**

**Employing organisation:**

St Paul's Community Development Trust

St. Paul's Community Development Trust is an education and community development organisation. The Trust strives to empower and encourage those of all ages and backgrounds to take part in our programmes, activities and events, and to participate in the Trust's organisation and management.

Our Mission St Paul's Mission is 'To work for and with the community in Balsall Heath and nearby areas to help secure better opportunities and quality of life for all.'

**Location:**

Birmingham – Balsall Heath, B12 8NJ

**Line Manager Job Title:**

Is this a rotational placement? No (see below)

Please add details: While not a rotational placement all staff are expected to work flexibly to support each other and the work and aims of the Trust

**Salary:** NMW

**Contract:**

Fixed term 6 months, 25 hours per week

Hours between 8am and 6pm, but we expect all staff to work flexibly i.e. occasional out of hours or weekend events / activities

Please confirm this is a new role: Yes

**Desired Start date: September 2021**

**Candidate requirements:** Candidates applying for this role must be 16-24 years and on Universal Credit.

**Job Description:**

To undertake reception duties including answering the telephone, effective message taking, greeting and booking visitors and checking identification. Ensuring the reception area is kept tidy at all times, including the distribution of deliveries.

**Responsibilities:**

- To undertake clerical work including word processing, data entry, admin task forms and general admin duties as directed

## NEIGHBOURHOOD KICKSTART TEAMS

- To input pupil attendance into the School's MiS, run reports and monitor poor attendance.
- To assist the Senior Administration to ensure the effective organisation of the petty cash system, income, mail, ordering supplies, stock control, inventories, internal communications and use of rooms as appropriate.
- To support the Senior Administrator in daily administrative duties.

### **Personal Skills Required:**

- Accuracy
- Organisational & Communication skills
- Good timekeeping
- Ability to work as a member of a team
- Ability to work in a challenging environment

**Learning & development:** Skills and personal development training will take place throughout the 6 months and will be provided at a local level by the employing organisation and partners. In addition, this role will be part of a national peer learning community alongside similar roles based within community businesses across England.